

OTE # 85-3518

26 JUL 1985

MEMORANDUM FOR: Director of Medical Services

STAT FROM:

Director of Training and Education

SUBJECT: Program on Creative Management --
Psychological Services Division
Support, FY 1986

1. The Office of Training and Education (OTE) greatly appreciates the support in scoring of tests for the Program on Creative Management (POCM) provided by Psychological Services Division (PSD) during FY 1985. This service has allowed us to gain greater control of the assessment process of the program and to increase security on the confidentiality of the test scores for participants.

2. As per our discussion with Chief, Psychological Services Division, the following request is submitted for your approval for support by PSD for POCM in FY 1986. OTE will transfer \$720 to cover the royalty fee for scoring of the CPI and SCII tests at a cost of \$1.00 per participant. Also, OTE will transfer \$1,500 to cover approximately 100 hours of overtime to PSD to support the scoring of the tests identified below. This scoring will include additional Myers-Briggs for the Employee Development Course and the Career Trainee Course, plus a few additional pilot courses. Approximate yearly test totals are in parentheses:

*Scoring of the California Psychological Inventory
(CPI) (360)

*Scoring of the Myers-Briggs Type Indicator (MBTI)
(1160)

*Scoring of the Strong-Campbell Interest Inventory
(SCII) (360)

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*Assistance in the development of a data-base of
program test data to establish Agency norms

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3. We also request your approval to use a staff psychologist in PSD and a certified Assessor in POCM to support in the Assessment Phase of the program as many times as his schedule permits. The schedule would be negotiated with Chief, Assessment Branch.

4. We would like to continue developing additional assessment resources for POCM working closely with PSD which will identify new staff members for development as assessors in future programs. These individuals would participate as students in a running of the program. Each would then be required to participate in a two-day Certification Workshop and be certified as an assessor. Each would also agree to be evaluated on a regular basis for the technical quality of feedback given in the program. PSD would send each certified assessor to support Management Training Branch as an assessor a minimum of two times.

6. Again, thank you for your support this past year. We look forward to another successful year of POCM and value the service you provide in that effort.

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APPROVED:

*Subject to yearly renegotiation by either
office if needed*

STAT



Director of Medical Services

7 Aug 85

Date

SUBJECT: Program on Creative Management -- Psychological
Services Division Support, FY 1986

STAT OTE/MATD/MTB/ [REDACTED] (22July85)

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